



Line Item Information for Graduation/Dropout Review and Comment Application

The Graduation/Dropout Review and Comment Application is designed to serve as a transition between the former Education Data Network (EDN), which collected the IM-4203 Pupil Headcount Report, and the calculation of graduation and dropout rates by following the individual student for four consecutive years (four-year cohort).

The actual mathematical operations used to calculate the graduation and dropout rates have not changed from former years. The graduation rate is still calculated by multiplying the retention rates for all the graduating classes together. The dropout rate is also still calculated by subtracting the school/facility's retention rate from 100 percent, which is the same method that has been used in previous years.

This year, "business rules" that determine which students were included in the population changed. As you may know, the state of Michigan has adopted the National Governor's Association (NGA) recommended methodology; however, we are in transition to using this cohort methodology. This document is designed to take each line item of the application and explain how the students were selected to be included in these categories.

All of the data that were prepopulated into the application were obtained from Single Record Student Database (SRSD) data that had passed the error check. There were four submission cycles of data used: fall 2004, spring 2005, end-of-year 2005 and fall 2005. In order to calculate the 2004-2005 school year rates, the data should reflect the period from September 22, 2004 (fall 2004 headcount) through September 28, 2005 (fall 2005 headcount).

In order to assist the districts with locating students who would otherwise be counted as "dropouts," the Center for Educational Performance and Information (CEPI) included enhanced processing that the districts cannot perform. **Authorized users may, and should, update the fall 2004 enrollment, transfers-in, transfers-out, retained-in-grade, fall 2005 enrollment, diploma recipients, GED equivalency recipients, and other high school completers cells in the application to accurately reflect the student movement for the 2004-2005 school year.** The located students and the calculated fields cannot be updated.

The remainder of this document takes you through each line item and explains the "business rules" that were used to process the data. The term "unique identification number" (UIC) in this document should be thought of as an individual student record.

Line 1. Fall 2004 Enrollment

The following are the criteria that a student's record had to meet to be included in any of the graduating classes:

- total FTE (general + special education) greater than 0.50 **and**
- Field 23: District Exit Status equal to "19" or "22" **and**
- Field 30: Student Residency (Membership) not equal to "04," "07," "08" or "15" **and**
- not an adult education participant (Field 29: Program Eligibility/Participation) **and**
- submitted as 9th, 10th, 11th or 12th grader **and**
- age greater than 11 as of December 1, 2004 **and**
- less than 21 years of age as of December 1, 2004.

This count should reflect the fall 2004 pupil count date September 22, 2004.

In order to eliminate duplicate records within a school/facility, all selected students were matched by UIC, district code, building code, date of birth, grade, date of enrollment, exit status, and date exited. If two or more records matched, then the record with the largest total FTE value was selected.

NOTE: To recreate the fall 2004 enrollments, use the same file that passed the error check and was sent to CEPI.

Transfers

The following are the criteria that were used to determine the student transfer information. Each student who was identified in fall 2004 to be included in the calculations and any new students who met the inclusion criteria (reference fall 2004 enrollment criteria) were tracked from fall 2004 to fall 2005 using the students' UICs. The transfer information is presented in three sections: transfers in, transfers out, and the calculation of net transfers.

Line 2. Transfer (net)

The net transfers are calculated by subtracting the total number of students to transfer OUT from the total number of students to transfer IN.

Line 2A. Total number of students to transfer IN (+)

The total number of students considered to transfer IN is the sum of students who transferred in over the spring 2005, end-of-year 2005, and fall 2005 SRSD submission cycles.

Spring 2005 Transfer In

- 1) New to the school/facility
 - a) If a UIC was submitted during the Spring 2005 SRSD Submission that met the inclusion criteria (reference fall 2004 enrollment criteria) **and**
 - b) the UIC was not submitted for the Fall 2004 SRSD Submission, **then**
 - c) the student was considered a transfer-in to the school/facility.
- 2) Within-district movement – This information applies only to districts with more than one school/facility that were identified to receive graduation and dropout rates. *This has historically been referred to as a “within-district transfer.”*
 - a) If the same UIC was submitted in both the fall 2004 and spring 2005 submissions by the district **and**
 - b) the grade level was the same **but**
 - c) the building code was different, **then**
 - d) the student was considered a transfer-in to the graduating class (grade) of the school/facility that reported the record in its spring 2005 submission.
- 3) Change in grade (promotion/demotion) – *This has historically been referred to as a “mid-year promotion.”*
 - a) If the same UIC was submitted in both the fall 2004 and spring 2005 submissions **and**
 - b) the grade level was different in the spring 2005 submission, **then**
 - c) the student was considered a transfer-in to the graduating class (grade) reported in the spring 2005.

End-of-Year (EOY) 2005 Transfer In

- 1) New to the school/facility
 - a) If a UIC was submitted during the EOY 2005 SRSD Submission **and**

- b) the UIC was not submitted for the Fall 2004 or the Spring 2005 SRSD Submission, **then**
 - c) the student was identified as a “potential” transfer-in to the school/facility.
 - d) The Fall 2005 SRSD Submission for this school/facility was checked for the UIC of this “potential” transfer-in.
 - i) If the UIC was found **and**
 - ii) the record met the inclusion criteria (reference fall 2005 enrollment criteria) **then**
 - iii) the student was considered a transfer-in to the school/facility.
- 2) Within-district movement – This information applies only to districts with more than one school/facility that were identified to receive graduation and dropout rates. *This has historically been referred to as a “within-district transfer.”*
- a) If the same UIC was submitted in both spring 2005 and EOY 2005 by the district, **and**
 - b) the grade level was the same **but**
 - c) the building code was different, **then**
 - d) the student was considered a transfer-in to the graduating class (grade) of the school/facility that reported the record in its EOY 2005 submission.
- 3) Change in grade (promotion/demotion) – *This has historically been referred to as a “mid-year promotion.”*
- a) If the same UIC was submitted in both spring 2005 and EOY 2005 **and**
 - b) the grade level was different in the EOY 2005 submission, **then**
 - c) the student was considered a transfer-in to the graduating class (grade) reported in the EOY 2005.

Fall 2005 Transfer In

- 1) New to the school/facility
 - a) If a UIC was submitted during the Fall 2005 SRSD Submission that met the inclusion criteria (reference fall 2005 enrollment criteria) **and**
 - b) the UIC was not submitted for the Fall 2004, Spring 2005 or the EOY 2005 SRSD submissions, **then**
 - c) the student record was considered to be a transfer-in to the district.
- 2) Within-district movement - This information applies only to districts with more than one school/facility that were identified to receive graduation and dropout rates. *This has historically been referred to as a “within-district transfer.”*
 - a) If the same UIC was submitted in the Fall 2005 SRSD Submission **and**
 - b) in any of the Fall 2004, Spring 2005 or the EOY 2005 SRSD Submissions by the district **and**
 - b) the grade level indicated normal matriculation **but**
 - c) the building code was different, **then**
 - d) the student was considered a transfer-in to the graduating class (grade) of the school/facility that reported the record in its EOY 2005 submission.

Line 2B. Total number of students to transfer OUT (-)

The total number of students considered to transfer OUT is the sum of students who transferred out over the Spring 2005, End-of-Year 2005, and Fall 2005 SRSD Submission cycles.

Spring 2005 Transfer Out

- 1) Transfer-out by exit code
 - a) If a UIC was submitted during the Fall 2004 SRSD Submission that met the inclusion criteria (reference fall 2004 enrollment criteria) **and**
 - b) if the exit code was 08, 09, 12, 13, 14, 15, 17, 20, 21, 25, or 26, **then**

- c) the student was considered a transfer-out.
- 2) Transfer-out by age (special education students only)
 - a) If a special education student turned 21 (age) after December 1, 2004, **then**
 - b) the student was considered a transfer-out.
- 3) Transfer-out by change in grade
 - a) If the same UIC was submitted in both the fall 2004 and spring 2005 submissions **and**
 - b) the grade level was different in the spring 2005 submission, **then**
 - c) the record was considered a transfer-out of the graduating class (grade) reported in fall 2004.

EOY 2005 Transfer Out

- 1) Transfer-out by exit code
 - a) If a UIC was submitted during the Spring 2005 SRSD Submission that met the inclusion criteria (reference fall 2004 enrollment criteria) **and**
 - b) if the exit code was 08, 09, 12, 13, 14, 15, 17, 20, 21, 25, or 26, **then**
 - c) the student was considered a transfer-out.
- 2) Transfer-out by age (special education students only)
 - a) If a special education student turned 21 (age) after December 1, 2004, **then**
 - b) the student was considered a transfer-out.
- 3) Transfer-out by change in grade
 - a) If the same UIC was submitted in both spring 2005 and EOY 2005 submissions **and**
 - b) the grade level was different in the EOY 2005 submission, **then**
 - c) the student was considered a transfer-out of the graduating class (grade) reported in the spring 2005 submission.

Fall 2005 Transfer Out

- 1) Transfer-out by exit code
 - a) If the same UIC was submitted in the Spring 2005 and EOY 2005 SRSD Submissions **and**
 - b) the exit date was on or before the count date (September 28, 2005) **and**
 - c) if the exit code was 08, 09, 12, 13, 14, 15, 17, 20, 21, 25, or 26, **then**
 - d) the student was considered a transfer-out.
- 2) Transfer out by age (special education students only)
 - a) If a special education student turns 21 (age) after December 1, 2004 and before the count date, **then**
 - b) the student was considered a transfer-out.

Line 3. Retained in Grade (net)

The net retained in grade is calculated by subtracting the total number of students identified on Line 3A from the current graduating class and then adding that sum to the next lower graduating class. For example, the net retained in grade students for the class of 2007 would be calculated by taking the number of the students retained from the class of 2006 and subtracting the number of students retained from the class of 2007.

Line 3A. Students Retained in Grade for 2004-2005 School Year

If a UIC was reported for fall 2004 and/or spring 2005 as continuing and the same UIC was reported fall 2005 as continuing with the same grade level, then the student was considered retained in grade.

Line 4. Students Located

The total number of students considered "located" is the sum of all the students located over the Spring 2005, End-of-Year 2005, and Fall 2005 SRSD Submissions.

Students who were missing or categorized as dropouts and were found attending a different school/facility through a statewide search of the 04-05 school year submissions were reclassified as located. These located students will be subtracted from the school/facility counts (i.e. treated as transferring out of the district). Since this function is only available at the state level, these counts cannot be edited. These counts were compiled before the data were loaded into the application; therefore, CEPI is unable to provide a list of these students.

Dropouts are those students that were reported by a district (e.g., district A) with an exit code equal to "07," "10," "11," "16," or "18."

A missing student record was one that:

- was submitted by a district (e.g., district A) **and**
- met the criteria to be included **and**
- was never submitted by that district (e.g., district A) again.

Spring 2005 Located

- 1) Exited students identified as dropouts:
 - a) if a UIC was submitted with an exit code equal to "07," "10," "11," "16," or "18" **and**
 - b) was reported in the Spring 2005 SRSD Submission by another school/facility as continuing, **then**
 - c) the student was considered located.
- 2) Missing student records:
 - a) If a UIC was submitted during the Fall 2004 SRSD Submission that met the inclusion criteria (reference fall 2004 enrollment criteria) **and**
 - b) was not submitted in the Spring 2005 SRSD Submission **and**
 - c) was reported in the Spring 2005 SRSD Submission by another school/facility with any exit code, **then**
 - d) the student was considered located.

EOY 2005 Located

- 1) Exited students identified as dropouts:
 - a) if a UIC was submitted with an exit code equal to "07," "10," "11," "16," or "18" **and**
 - b) was reported in the EOY 2005 SRSD Submission by another school/facility as continuing, **then**
 - c) the student was considered located.
- 2) Missing student records:
 - a) If a UIC was submitted during the Fall 2004 and/or Spring 2005 SRSD Submission(s) that met the inclusion criteria (reference fall 2004 enrollment criteria) **and**
 - b) was not submitted in the EOY 2005 SRSD Submission **and**
 - c) was reported EOY 2005 by another school/facility with any exit code, **then**
 - d) the student was considered located.

Fall 2005 Located

- 1) Exited students (exit date on or before count date) identified as dropouts:
 - a) if a UIC was submitted with an exit code equal to "07," "10," "11," "16," or "18" **and**
 - b) was reported in fall 2005 by another school as continuing, **then**
 - c) the student was considered located.
- 2) Missing student records:
 - a) Scenario 1
 - i) If a UIC was submitted during the Fall 2004 and/or Spring 2005 SRSD Submission(s) that met the inclusion criteria (reference fall 2004 enrollment criteria) **and**
 - ii) was submitted in the EOY 2005 SRSD Submission **and**
 - iii) was not submitted in the Fall 2005 SRSD Submission **and**
 - iv) was reported in fall 2005 by another school/facility with any exit code, **then**
 - v) the student was considered located.
 - b) Scenario 2
 - i) If a UIC was submitted during the Fall 2004 and/or Spring 2005 SRSD Submission(s) that met the inclusion criteria (reference fall 2004 enrollment criteria) **and**
 - ii) was not submitted in the EOY 2005 SRSD Submission **and**
 - iii) was reported in fall 2005 by another school/facility with any exit code, **then**
 - iv) the student was considered located.

Line 5. Expected Fall 2005 Enrollment

The expected fall 2005 enrollment is the number of students that should be reported in the fall 2005 SRSD Submission, based on the fall 2004 enrollment, transfers (including GED and other high school completers), retained in grade, and located students information.

The expected fall 2005 enrollment is calculated by the following formula:

(Fall 2004 enrollment + Transfer (net) + Retained in Grade (net)) – Students Located – GED Completers – Other High School Completers

Line 6. Fall 2005 Enrollment

The following are the criteria that a student's record had to meet to be included in any of the graduating classes:

- total FTE (general + special education) greater than 0.50 **and**
- Field 23: District Exit Status equal to "19" or "22" **and**
- Field 30: Student Residency (Membership) not equal to "04," "07," "08" or "15" **and**
- not an adult education participant (Field 29: Program Eligibility/Participation) **and**
- submitted as 9th, 10th, 11th or 12th grader **and**
- age greater than 11 as of December 1, 2005 **and**
- less than 21 years of age as of December 1, 2005.

This count should reflect the fall 2005 pupil count date, September 28, 2005.

In order to eliminate duplicate records within a school/facility, all selected students were matched by UIC, district code, building code, date of birth, grade, date of enrollment, exit status, and date exited. If two or more records matched, then the record with the largest total FTE value was selected.

NOTE: To recreate the fall 2005 enrollments, use the same file that passed the error check and was sent to CEPI.

Line 7. Diploma Recipients

The total number of diploma recipients is the sum of students over the Spring 2005, End-of-Year 2005, and Fall 2005 SRSD Submission cycles. In order to be included in the count, the fall 2005 exit date must be on or before the fall 2005 count date.

The following criteria apply for Spring 2005, EOY 2005 and Fall 2005 SRSD Submissions:

Ninth-grade diploma recipients

- If the student's grade level was equal to "09" **and**
- the exit code was equal to "01", "02", "03", or "04", **then**
- the student was considered a 9th grade diploma recipient.

Tenth-grade diploma recipients

- If the student's grade level was equal to "10" **and**
- the exit code was equal to "01", "02", "03", or "04", **then**
- the student was considered a 10th grade diploma recipient.

Eleventh-grade diploma recipients

- If the student's grade level was equal to "11" **and**
- the exit code was equal to "01", "02", "03", or "04", **then**
- the student was considered a 11th grade diploma recipient.

Twelfth-grade diploma recipients

- If the student's grade level was equal to "12" **and**
- the exit code was equal to "01", "02", "03", or "04", **then**
- the student was considered a 12th grade diploma recipient.

Line 8. Unaccounted for Students (dropouts)

The number of dropouts is the number of students who were unaccounted for during the fall 2005 enrollment counts. This number represents the number of students who were expected to be included in the fall 2005 counts; however, the students were not included because they were not in attendance on count day.

The unaccounted for students are calculated by the following formula:

(Expected Fall 2005 Enrollment – Fall 2005 Enrollment) – Diploma Recipients

Line 9. Class Retention (%)

The class retention rate represents the percentage of students who were "accounted-for."

The class retention rate is calculated by the following formula:

*((Fall 2005 Enrollment + Diploma Recipients) / Expected Fall 2005 Enrollment) * 100)*

Line 10. Class Dropout (%)

The class dropout rate represents the percentage of students that cannot be accounted for. The retention rate is calculated for students who can be accounted for. Thus, students who cannot be accounted for are considered to be dropouts. For purposes of this report, the number of unaccounted for students (dropouts) are derived from the data provided by the district.

*The class dropout rate is calculated by the following formula:
(100 – Class Retention Rate)*

Line 11. 1-Year Dropout Rate

The 1-year dropout rate is the percentage of the total school/facility student population that can not be accounted for. The dropout rate measures the percentage of students who did not return from the previous school year.

*The 1-year dropout rate is calculated by the following formula:
(100 – Total Class Retention Rate)*

Line 12. Estimated 4-year Graduation Rate

By definition, the calculation of the estimated 4-yr graduation rates indicates, with no change in future retention rates, the percentage of 9th grade students who will complete their senior year of school, and graduate. It is computed by multiplying the individual class retention rates together.

*The estimated 4-year graduation rate is calculated by the following formula:
(((Class 2008 Retention Rate/100) * (Class 2007 Retention Rate/100) * (Class 2006 Retention Rate/100) * (Class 2005 Retention Rate/100)) * 100)*

Line 13. GED Equivalency Certificate Recipients

The total number of GED equivalency certificate recipients is the sum of certificate recipients over the Spring 2005, End of Year 2005, and Fall 2005 SRSD Submission cycles. In order to be included in the count, the fall 2005 exit date must be on or before the fall 2005 count date.

The following criteria apply for Spring 2005, EOY 2005 and Fall 2005 SRSD submissions.

Ninth-grade GED equivalency certificate recipients

- If the student's grade level was equal to "09" **and**
- the exit code was equal to "05", **then**
- the student was considered a 9th grade GED equivalency certificate recipient.

Tenth-grade GED equivalency certificate recipients

- If the student's grade level was equal to "10" **and**
- the exit code was equal to "05", **then**
- the student was considered a 10th grade GED equivalency certificate recipient.

Eleventh-grade GED equivalency certificate recipients

- If the student's grade level was equal to "11" **and**
- the exit code was equal to "05", **then**
- the student was considered a 11th grade GED equivalency certificate recipient.

Twelfth-grade GED equivalency certificate recipients

- If the student's grade level was equal to "12" **and**
- the exit code was equal to "05", **then**
- the student was considered a 12th GED equivalency certificate recipient.

14. Other High School Completers

The total number of other high school completers is the sum of completers over the Spring 2005, End-of-Year 2005, and Fall 2005 SRSD Submission cycles. In order to be included in the count, the fall 2005 exit date must be on or before the fall 2005 count date.

The following criteria apply for Spring 2005, EOY 2005 and Fall 2005 SRSD Submissions:

Ninth-grade other high school completers

- If the student's grade level was equal to "09" and
- the exit code was equal to "06," "20," or "21," then
- the student was considered a 9th grade other high school completer.

Tenth-grade other high school completers

- If the student's grade level was equal to "10" and
- the exit code was equal to "06," "20," or "21," then
- the student was considered a 10th grade other high school completer.

Eleventh-grade other high school completers

- If the student's grade level was equal to "11" and
- the exit code was equal to "06," "20," or "21," then
- the student was considered a 11th grade other high school completer.

Twelfth-grade other high school completers

- If the student's grade level was equal to "12" and
- the exit code was equal to "06," "20," or "21," then
- the student was considered a 12th grade other high school completer.